

DD / C R E G I S T R Y
FILE *Medical*

18 July 1969

Director of Personnel

5E-56 Hqs.

Bob:

Attached is a copy of Mr. Bannerman's note which I mentioned over the telephone yesterday. I thought you might like to see the entire note since it contains some of the rationale for the program.

STAT The All Employee Notice attached) has now been distributed. Will you therefore please take the action indicated in paragraph 2d, *of Mr. Bannerman's note,*

STAT

EO-DD/S

7D-24 Hqs.

EO-DD/S:VRT:es (18 July 69)

Distribution:

Orig - Adse w/cy of 2 atts

☒ 1 - DD/S Subject w/cy of 2 atts

1 - DD/S Chrono

ADMINISTRATIVE - INTERNAL USE ONLY

3 JUL 1969

MEMORANDUM FOR: [REDACTED]

SUBJECT : Consultative Services--OMS

Discussed at STAT
Support M. Meeting
7/23/69 [REDACTED]

1. Attached is a proposed Notice on consultative services prepared by OMS. Issuance of this was approved by the Executive Director on 2 July 1969. It is requested that this Notice be issued and circulated prior to 23 July 1969.

2. For the record as to the discussion at which this Notice was considered, the accepted official means at the present time for a supervisor to request a medical look-see at an employee is the fitness for duty process. This becomes formal and official and frequently carries more thrust than the situation requires. In effect we have the absence of an appropriate mechanism for both employees and their supervisors to obtain advice and assistance from the Medical Staff in an informal way. While there is a limited informal system based simply on the relationship of employees to some of the doctors on the Medical Staff this is not sufficient for Agency needs and this broad program is offered. In order to put this program across and derive full benefit from the capabilities of the Medical Staff the following actions will be taken:

a. Issuance of this Notice prior to 23 July.

b. Discussing this service at the Deputies' Meeting on 23 July

c. Briefing the Agency Support Officers at their first meeting after the Notice is issued. Perhaps Dr. Tietjen [REDACTED] could be present to further brief the group on the purpose and capabilities of the program. STAT

d. The Director of Personnel to brief the Personnel Officers at the first meeting after the issuance of the Notice. Dr. Tietjen and [REDACTED] could be present to further brief this group. STAT

3. [REDACTED] is to take the necessary action as indicated above. STAT

[REDACTED]
K. L. Bannerman

ADMINISTRATIVE - INTERNAL USE ONLY

MEDICAL

2 July 1969

OFFICE OF MEDICAL SERVICES

CONSULTATIVE SERVICES

1. To assist Agency personnel in the identification or solution of personal or medical problems, the Office of Medical Services is prepared to expand the consultative services currently available to Agency employees.
2. Consultative services are optional services offered in the same confidential manner but distinct from the traditional services the OMS provides, and consist of professional advice or assistance to an employee - or to an employee and/or his supervisor, if appropriate. Any employee may by a simple telephone request to the OMS arrange for such advice or assistance. No other formal or written request is required.
3. Consultation of this type may be indicated in view of the employee's health, a problem of family relationship or a family medical problem, significant changes in work attitude or performance or difficulties in job adjustment, or any matter in which the professional competence available in the OMS may be of assistance. This competence includes such specialties as internal medicine, psychiatry, clinical psychology, vocational psychology, and other specialties available through the OMS professional consultant staff. Employees are encouraged to avail themselves of these consultative services. Assistant Registrar, OMS, Room 1-D-4019, [redacted] is prepared to place any employee desiring such assistance in contact with the appropriate OMS professional element.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

R. L. BANNERMAN
Deputy Director
for Support

DISTRIBUTION: ALL EMPLOYEES

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To: EDC
Subj: Medical Consultative Services

DDS stated Mr. Tietjen would need
another week to complete his paper.
Requested extension on report to EDC
to 19 May.

STAT

Approved For Release 2003/04/29 : CIA-RDP84-00780R002800110005-7

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ADMINISTRATIVE — INTERNAL USE ONLY

STAT



7 March 1969

MEMORANDUM FOR:

SUBJECT : Consultative Medical Services

STAT
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1. The attached has evidently been almost on dead center for a while with people looking to "the other guy" to act. Early this week I talked to [redacted] about some comments he had offered on the subject in the past and also [redacted] who was to prepare a revised version of the proposed notice on consultative medical services. Cal had in fact prepared a revision but it had not come forward; however, as a result of my conversation with Cal, he has taken back his revised version and will within the next few days submit for our review and DD/S approval a "new" version of a notice. In this "new" version Cal will include, at my request, coverage of at least three points which do not appear in the traffic so far. Namely - a) specific examples (the list will not be meant to be all inclusive) of the kinds of things that might dictate the advisability of consultation between the supervisor and the Medical Staff; b) the fact that the consultative service is available to the employee who might want to discuss on an informal basis a "problem" (the nature of which might be such things as retarded child, family upset, teenage problems); c) a point of reference in terms of a name or office and a telephone extension to which a supervisor or an employee might make contact to "find out" whether or not there is a problem that does need further action.

STAT

2. I would suggest that when this new version comes up from Cal's shop that you have [redacted] run it by [redacted] for a looksee, and then let's see if we can get the paper on its way for DD/S approval.

V

FVD

ADMINISTRATIVE — INTERNAL USE ONLY

STAT

Notes on Proposed OMS Notice, "Consultative Medical Services"

8 Jan. 69

1. Everyone appears to be in agreement that the philosophy of a consultative medical service function would be a valuable addition to those functions now being offered by OMS. It is appreciated that "consultative services" is not really new for OMS, but the proposed notice would publicize it and provide procedures.

2. Yet, in this era of "inverse rankings" and discussions and procedures for "weeding out" less than satisfactory employees, the wording of this proposed notice must be carefully worded. This should not be construed by employees as another "witch-hunting" device of management. Neither must it be so bland that no one realizes the intent and value of consultative services.

3. The following are questions gleaned from talking with various people about the proposed notice:

a) What type of "question" or "problem" would warrant such referral? Should some examples be given for clarification? Unless more clarification, it will be hard to distinguish between "consultative service" and medical evaluation cases.

b) "Operating Officials" - the regulation concept or supervisors? Must referral always be discussed with employee? Does "discuss" mean employee's consent must be obtained?

c) Why not suggest that if appropriate the operating official first discuss with OMS his concern and something of the problem prior to submitting the form? This discussion could be useful in determining whether referral should be on consultative basis or Fitness-for-Duty exam. Should not employees be encouraged to come for "consultative service" without having to go through operating official?

DBP

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